

CITY OF PLATTSBURGH, NEW YORK
OFFICE OF THE CITY CLERK

Following is a complete statement of all monies received during the month of:

"Oct14

REVENUE SOURCE	CITY REVENUE	DUE OTHERS	TOTAL
Bingo Licenses (City)	25-2540 0.00		0.00
Bingo Licenses (State)	1-0632 0.00		0.00
Bingo License Fees 3%	25-2540 215.60		215.60
Building Permits	25-2555 13453.84		13453.84
Circus License	25-2502 0.00		0.00
City Code	12-1255 0.00		0.00
Code Civil Compromise	26-2614 100.00		100.00
Contractor Fees	25-2557 200.00		200.00
Dog Licenses	25-2542 260.00		260.00
State Neuter/Spay surcharge		36.00	36.00
Extract of Records	12-1255 9.70		9.70
Game of Chance Lic. (City)	25-2541 0.00		0.00
Game of Chance Lic. (State)	1-0632 0.00		0.00
Gas Permits	15-1540 235.00		235.00
Going Out of Business Lic	25-2509 0.00		0.00
Hauler's Licenses	25-2505 0.00		0.00
Housing Code	21-2110 0.00		0.00
Impound Fees	15-1550 50.00		50.00
Interest Temp	1124-2401 3.33		3.33
Jeweler's Licenses	25-2503 0.00		0.00
Marriage Licenses	25-2545 455.00	585.00	1040.00
Notary Fees	12-1255 8.00		8.00
Peddler/Vendor Licenses	25-2503 0.00		0.00
Returned Check Charges	12-1255 0.00		0.00
Sign Permits	25-2590 50.00		50.00
Specifications	T-30	0.00	0.00
Special Use Permits	21-2110 0.00		0.00
Subdivision Fee	21-2110 0.00		0.00
Subdivision Ordinance	12-1255 0.00		0.00
Taxi Operator's Licenses	25-2507 170.00		170.00
Taxi Vehicle Licenses	25-2504 800.00		800.00
Tree/Stump Removal License	25-2508 0.00		0.00
Vital Statistics	16-1603 5076.00		5076.00
Zoning Ordinances	21-2110 0.00		0.00
Zoning Variances	21-2110 50.00		50.00
			0.00
OTHER REVENUE			
Riverwalk			
1127-2753	125.00		125.00
Auditorium			
1127-2752	0.00		0.00
Centennial Plaques			
1127-2705	0.00		0.00
Lake Champlain Memorial			
1127-	120.00		120.00
RECOVERED FUNDS			
Telephone			
1-1410000-4414	0.00		0.00
Postage			
1-1410000-4470	0.90		0.90
Print & Copy			
1-1410000-4431	0.00		0.00
DISBURSEMENTS:			
	\$21,382.37	\$621.00	\$22,003.37
N.Y.S. Dept of Health	\$585.00	Check No 1334	
N.Y.S. Dept of Ag & Mkts	\$36.00	Check No 1335	
		Total Paid Others:	\$621.00
ADJUSTMENT: None			
			\$0.00
Chamberlain (Spec. Deposits)	\$0.00	Check No	
Chamberlain (Net Revenues)	\$21,382.37	Check No 1336	
		Amount Due City Chamberlain:	\$21,382.37
			\$22,003.37

Dated at Plattsburgh, New York


Sylvia Parrotte,
City Clerk

12-Nov-14



Plattsburgh Police Department
45 Pine Street
Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

November 6 , 2014

Mayor James E. Calnon
And Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor and Council Members;

Attached please find the monthly report of the Parking Violations Bureau for October 2014.

Respectfully Submitted,

Chief Desmond J. Racicot
Plattsburgh Police Department

HLS

PARKING VIOLATIONS BUREAU

Monthly Report for Oct 2014

	<u>Oct 2014</u>	<u>Oct 2013</u>
TICKETS ISSUED:	385	73
TICKETS COLLECTED:	345	79
REVENUE FOR MONTH:	\$7,449.44	\$2,011.75

YEAR TO DATE TOTALS:

	<u>Oct 2014</u>	<u>Oct 2013</u>
TICKETS ISSUED:	2442	1059
TICKETS COLLECTED:	2116	966
REVENUE:	\$52,266.49	\$31,325.75
COMPARISON:	Parking tickets issued for Oct. 2014: UP 312 Parking tickets collected for Oct. 2014:UP 266 Revenue for Oct. 2014: UP \$5,437.69 Amount Dismissed: \$871.75	

BREAKDOWN FOR September 2014

CITY OF PLATTSBURGH PARKING TICKET SYSTEM

10/15/2014

SUMMARY OF PARKING TICKETS - BY OFFICER

VL --DESCRIPTION--	MANUAL-MTD	MANUAL-YTD	HH-MTD	HH-YTD	-VALUE-MTD-	-VALUE-YTD-
1 HANDICAP	0	13	3	35	225	5130
2 NO PARKING	3	7	78	299	1318.5	6162.75
3 OVERTIME 10 MIN	0	2	4	45	76.5	1215
4 OVERTIME 30 MIN	0	0	27	106	504.75	2445.75
5 OVERTIME 2 HRS	0	0	109	563	1800.75	12348.25
6 NO STAND/STOP	0	0	0	1	0	26.25
7 FIRE HYDRANT	0	0	5	12	250	600
8 FIRE LANE	0	0	2	5	100	250
10 BLOCKING SIDEWALK	0	1	4	32	66	1867.75
11 LEFT WHEEL CURB	0	0	0	11	0	515
12 BLOCKING XWALK	0	0	0	3	0	65
13 BLOCK DRIVEWAY	0	1	3	9	53.25	521.5
16 TOO CLOSE INTERSE	0	0	0	1	0	35
18 OBST. LANE	0	0	0	3	0	413
19 TAXI ONLY	4	4	14	53	294.75	1628.5
20 BUS STOP	0	0	0	1	0	35
22 WRONG WAY	0	0	0	1	0	42
23 EMPLOYEE PERMIT	0	0	0	1	0	76
24 PARKING BAN	0	0	0	1	0	35
25 UNINSPECTED	0	0	33	176	1360	8850
26 OVERTIME PARKING	0	0	2	43	30	1269.5
40 UNREGISTERED	0	0	6	54	300	2650
41 DOUBLE PARK	0	9	0	0	0	193.25
42 NO PARKING	0	18	0	23	90.00	903.00
43 NO STANDING	0	0	0	0	0.00	0.00
44 SIDEWALK	0	9	0	0	0.00	193.25

46 CROSSWALK	0	3	0	0	0	0.00	45.75
47 ZONE/CURB	0	0	0	0	0	0.00	0.00
52 HIGHWAY	0	1	0	0	0	0.00	209.25
53 RDW/ROW	0	1	0	0	0	0.00	18.75
54 DRIVEWAY/BLOCK	0	3	0	0	0	0.00	85.50
55 TAXI ZONE	0	45	0	0	4	0.00	1,469.25
57 CROSSWALK 20'	0	1	0	0	0	0.00	15.00
60 OBST. SIDEWALK	0	0	0	0	0	0.00	0.00
62 FIRE HYDRANT	0	2	0	0	2	0.00	314.00
64 WWY2WAY	3	13	18	49	352.50	1,410.00	
65 WWY1WAY	0	0	0	0	0.00	0.00	
67 ANGLE	0	0	0	2	0.00	0.00	
68 OVERLINE	0	0	3	33	50.00	888.50	
69 OVERTIME 10 MIN	0	0	0	1	0.00	15.00	
70 OVERTIME 30 MIN	0	0	0	0	0.00	0.00	
71 OVERTIME 1 HR	0	0	28	166	494.25	3,497.70	
72 OVERTIME 2 HR	0	1	0	51	0.00	2,697.75	
73 OVERTIME 4 HR	0	0	0	0	0.00	0.00	
78 TIME LOADING	0	0	0	0	0.00	0.00	
79 EMERGENCY	0	0	0	0	0.00	0.00	
80 FIRELANE	0	0	0	2	0.00	100.00	
81 HANDICAP	0	2	0	11	0.00	1,062.00	
82 TRAILER	0	0	4	6	157.00	304.00	
86 SNOW BAN	0	124	0	134	0.00	21,655.88	
87 LIM SNOW BAN	0	0	0	17	0.00	1,585.00	
88 UNINSPECTED	0	0	0	4	0.00	200.00	
89 UNREG MV	0	0	0	0	0.00	0.00	
90 NO PARKING EVEN	0	0	2	13	43.50	235.50	
91 NO PARKING ODD	0	2	11	26	176.25	544.50	
92 NO PARK 7AM-5PM	0	0	3	13	76.50	282.00	
95 20' INTERSECTION	0	0	0	0	0.00	0.00	
98 12" CURB	0	0	2	9	44.25	171.75	
99 12" CURB 1 WAY	0	0	0	4	0.00	166.50	
101 FACING WRONG2W	0	0	0	0	0.00	0.00	

107 SNOW 12:01-6 AM

Other	0	0	0	0	0.00	0.00
TOTALS:	10	274	375	2181	7,773.75	83,302.08

TOTAL NUMBER OF TICKETS ISSUED FOR THIS MONTH = 254
TOTAL NUMBER OF TICKETS ISSUED FOR THIS YEAR = 254

PERCENT OF THIS MONTHS TICKETS ISSUED MANUALLY = 16.93%
PERCENT OF THIS MONTHS TICKETS ISSUED WITH HANDHELDS = 83.07

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 16.93%
PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELDS = 83.07



Plattsburgh, New York

Building & Zoning Department
41 City Hall Place
Plattsburgh, New York 12901
Ph: 518-563-7707
Fax: 518-563-6426

November 18, 2014

Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor & Common Council:

At the regular meeting of the Zoning Board of Appeals held on November 17, 2014, below please find the results of that meeting:

<u>APPEAL</u>	<u>APPLICANT</u>	<u>REQUEST</u>
2014	GARRANDS MOTORSPORT 52 BOYNTON AVENUE	CLASS A VARIANCE REQUEST TO OPERATE RECREATION VEHICLE SALES & SERVICE IN INDUSTRIAL DISTRICT APPROVED

Sincerely,

Joseph McMahon
Building Inspector

/dn

CC: City Clerk

Carlin, Beth

From: Peters, Steve
Sent: Wednesday, November 05, 2014 4:30 PM
To: Carlin, Beth; 'Mayor Calnon'
Subject: RE: Steady Ed Safari Downtown Plattsburgh

Beth-

I finally received answers to the Mayor's questions about the disc golf tournament:

Who does the tourney benefit? JCEO Backpack program (send children home with a backpack of food for the weekend)
Is the Turtle aware of the 18th hole? Yes
Estimate of number of participants? 72 max.
Does the city need to provide any staffing? NO

Therefore, with the Mayor's approval:

Request from Michael McFarlin to hold the Steady Ed Safari Disk Golf Tournament in downtown Plattsburgh on July 18, 2015 from 9am-4pm.

Steve Peters

Superintendent of Recreation | City of Plattsburgh, Plattsburgh, NY 12901 | p: 518.324.7709

Statement of Confidentiality

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From: Peters, Steve
Sent: Wednesday, October 22, 2014 11:39 AM
To: Carlin, Beth
Subject: RE: Steady Ed Safari Downtown Plattsburgh

If you look at the attached layout, it would be a mess.

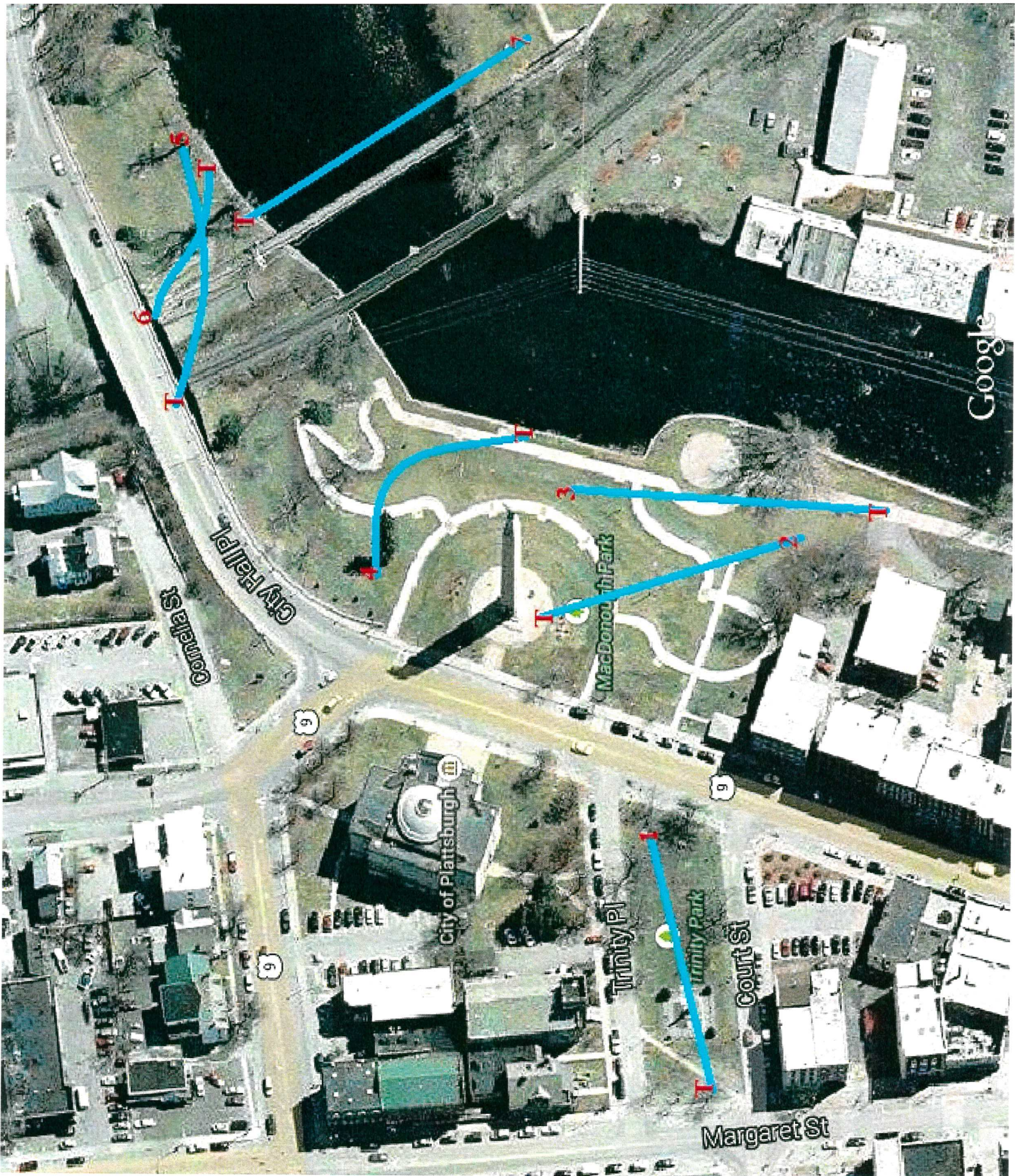
Steve Peters

Superintendent of Recreation | City of Plattsburgh, Plattsburgh, NY 12901 | p: 518.324.7709

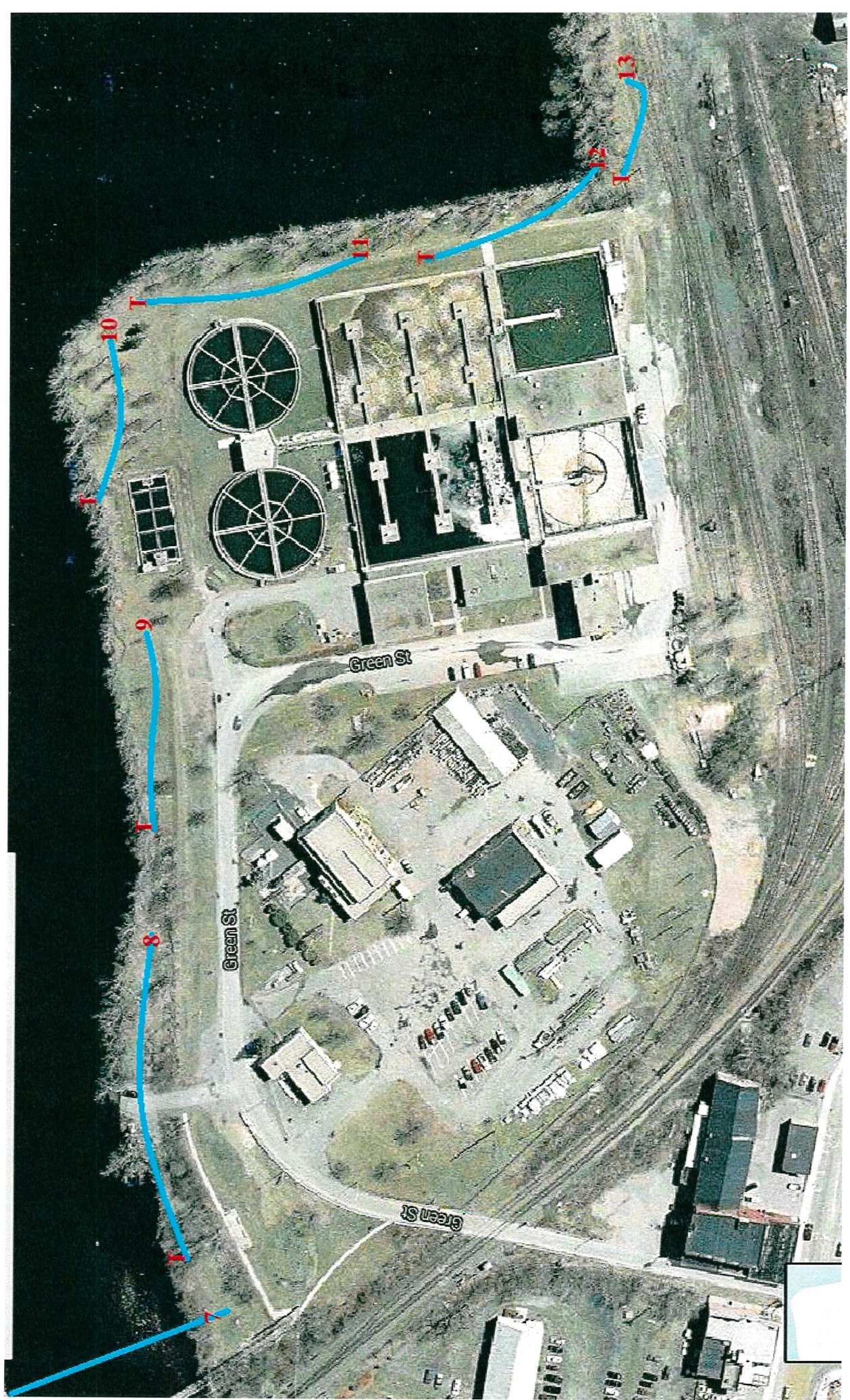
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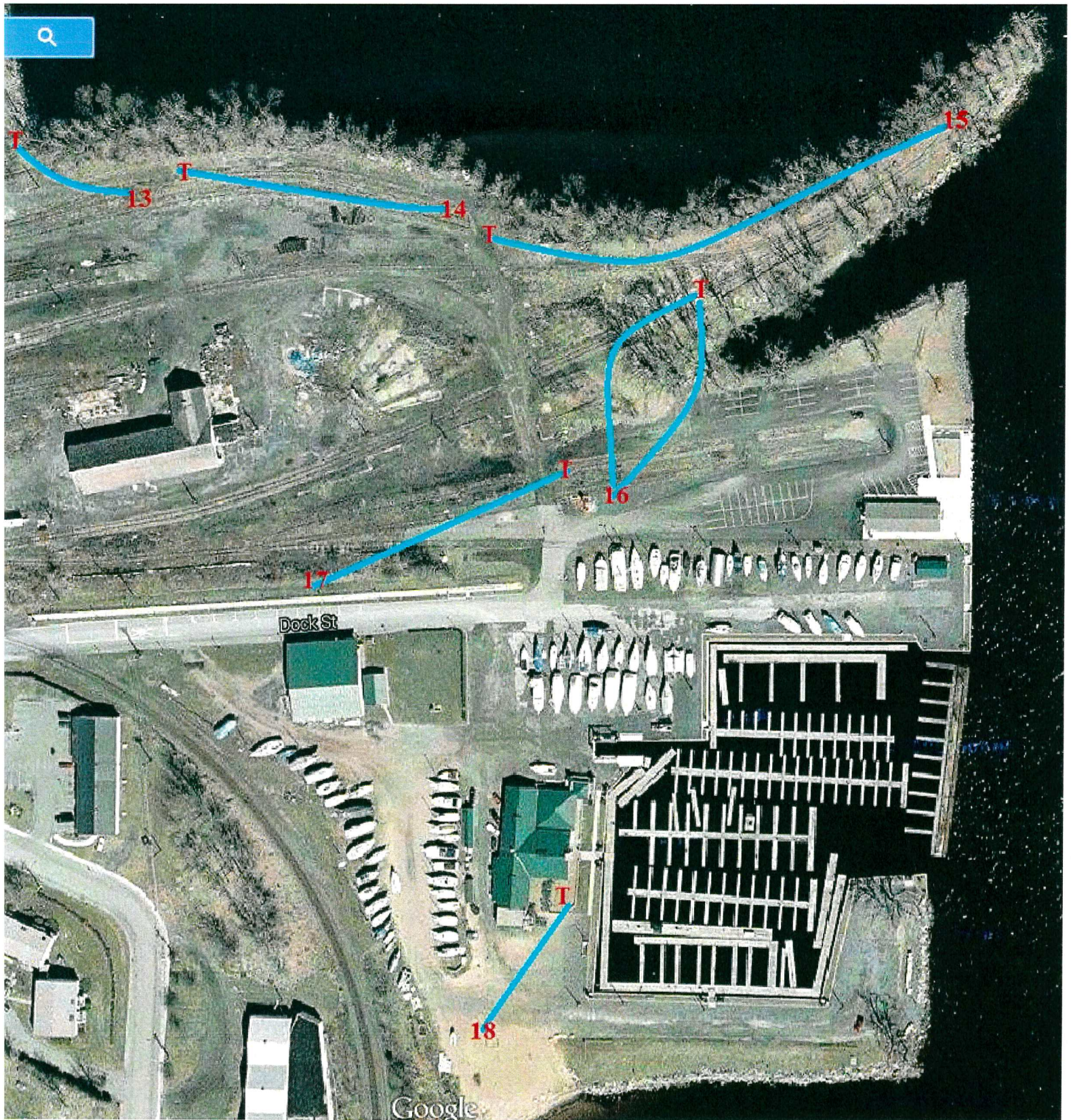
Holes 1-7

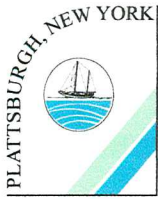


Holes 8-13



Holes 13-18





Plattsburgh, New York

Office of Community Development
41 City Hall Place
Plattsburgh, New York 12901
Tele: 518-563-7642
Fax: 518-561-4208
Email: primardk@cityofplattsburgh-ny.gov

Memorandum

To: Mayor James E. Calnon and Common Council

From: Kenneth M. Primard

Date: November 17, 2014

Re: Subordination Agreement

We hereby request that the Council authorize the Mayor to sign a subordination agreement for property located at 74 Montcalm Avenue and owned by Richard Barkley

The property is the site of a First Time Home Ownership project that involved the use of Federal CDBG and HCR Funds for the homeownership program. The owner is reducing the interest rate. There is no cash out in this transaction. All applicable City guidelines have been met.

If you have any questions, please contact me.

Thank you for your consideration.



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

Date: November 6th, 2014
MEMO TO: Mayor Calnon
FROM: Richard Marks
RE: Capital Fund Expenditures – Budget Transfer

It is being requested to transfer amounts for the 2014 Budget as follows:

Decrease Appropriation: NY State Retirement	1-9010000-8000	\$12,500.00
Increase Appropriation: Transfers – Capital Fund	1-9550000-9000	\$12,500.00

This request provides for a transfer within the 2014 General Fund budget for payment of unbudgeted architectural design costs estimated at \$12,500 for the 2 Dock Street property damaged in the 2011 Lake Champlain flooding. The transfer to the Capital Fund Transfers line item is being made from the NY State Retirement appropriation for 2014, which is being invoiced to be paid on December 15th, 2014, for substantially less than the amount budgeted for 2014. Both accounts are within the General Fund and the transfer will provide for the cost for this unbudgeted appropriation by supplementing the current balance of \$35,000 in the Capital Fund Transfers line item. The transfer leaves the 2014 General Fund Budget for total appropriations unchanged.

Thank you for your attention to this request.

Cc: Carole Garcia
Kevin Farrington



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held November 20th, 2014, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on November 20th, 2014, and

WHEREAS, the Capital Expenditure Plan adopted January 10th, 2013, includes a Bridge & Waterfront category, and

WHEREAS, the Engineering and Planning Department is establishing a 2013 Bridge & Waterfront Project that is included in the Capital Program adopted January 10th, 2013, and

WHEREAS, the cost of the 2013 Bridge & Waterfront Project has been estimated by the Engineering and Planning Department and is being revised to include the project elements, as follows:

	2013 Capital Plan	2013 Estimated Cost	2014 Estimated Cost
Tour boat building repairs	\$ 35,000	\$ 35,000	\$ 47,500
Bridge inspection program	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 97,500</u>
Project Funding:			
General Operating Fund	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 97,500</u>
Total	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 97,500</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 20th day of November 2014, as follows:

- 1) That, the amount of Ninety-seven Thousand Five Hundred and 00/100 (\$97,500.00) Dollars be and it is hereby appropriated to the Capital Project **2013 Bridge & Waterfront Project (H5110.42)** for the cost of the Capital Project as revised above is hereby authorized to be expended for such purpose.
- 2) That, Ninety-seven Thousand Five Hundred and 00/100 (\$97,500.00) Dollars of such appropriation be provided by the General Operating Fund as the nature of these expenditures are in the form of repairs and inspection services for potential repairs and are to be appropriated from operating funds according to the Local Finance laws of New York State.
- 3) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

November 17, 2014

Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

**Ref: Request for Permission for Mayor
To Sign Architectural & Engineering
Agreement with AES Northeast, PLLC,
Contract #2014-24**

Dear Mayor & Councilors:

It is requested that the Common Council authorize the Mayor to sign a Professional Service Agreement with **AES Northeast, PLLC, 10-12 City Hall Place, Plattsburgh, NY 12901** for the City Marina Building Rehabilitation, Dock Street for a cost not to exceed **\$12,525** in accordance with proposal dated June 4, 2014 .

Sufficient funding is available in capital project H5110.42 "2013 Bridge & Waterfront Project."

Very truly yours,

Kevin R. Farrington, P. E.
City Engineer
/dn

CC: City Chamberlain
City Clerk
Dave Whitford, AES
Bruce Lawson, Community Development Director



June 4, 2014

Mr. Kevin Farrington, City Engineer
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901

RE: **REVISED Proposal for Professional Architectural & Engineering Services**
City Marina Building Rehabilitation, Dock Street
AES No. P2014076

Dear Mr. Farrington,

Thank you again for contacting AES Northeast for professional architectural & engineering services for this project. As requested, the following presents our REVISED proposal for professional design and construction services, as well as mold remediation services.

As requested, we have removed the following services:

- Establishing a program and project scope. This will be delineated by the City.
- Bidding and construction phase services.
- Mold abatement project monitoring and post remediation assessment.

BASIC SCOPE OF PROJECT:

We propose to provide the services outlined below based on the following design parameters and basic scope:

The City of Plattsburgh proposes to conduct a limited rehabilitation of the existing 2,400 sq. ft. one story wood-framed structure as follows:

- Remediate mold and mildew from entire building (caused by flooding in 2011).
- Rehabilitate (2) toilet rooms: clean and remediate mold and mildew, replace water damaged drywall, flooring, etc.
- Construct (1) new unisex accessible toilet room including plumbing/wastewater work, finishes, fixtures, accessories.
- Rehabilitate (limited) all other rooms: clean and remediate mold and mildew; replace damaged drywall and ceilings.
- NO other renovations, alterations, etc. are planned. All other existing rooms, finishes, fixtures, electrical, HVAC, plumbing, etc. will remain as is.
- No building exterior/site/landscaping work is planned.

STANDARD SCOPE OF SERVICES SUMMARY:

AES Northeast's professional services for traditional building projects are based on the American Institute of Architects (AIA) standard scope of services outlined in their standard agreements, which encompasses all the basic phases of a capital construction project, as follows. Our services include all disciplines required for the project

including architectural design/engineering/drawings/specifications, and plumbing, HVAC and electrical design/engineering/drawings/specifications.

A1. Schematic Design and Design Development Phase: The first step usually involves the development of a program to establish the project scope, design parameters, etc. In this phase the preliminary plans of the facility are developed. In addition, all major materials and systems are outlined including the structural components, plumbing, HVAC (heating, ventilating and cooling) and electrical systems. At the completion of this phase a preliminary estimate of the project costs is prepared. All disciplines are provided including architectural design/engineering, and plumbing/HVAC/electrical engineering. This phase typically involves meetings with client to review and modify the design. Federal, State, and Local Zoning, Planning, and Permitting requirements are also reviewed in this phase to determine compliance with them.

✱ **Schematic Design & Documentation Outline**

- Design Process and Disciplines Coordination
- Architectural Design and Documentation
- Mechanical Design and Documentation
- Electrical Design and Documentation
- Interior Design and Documentation
- Materials Research and Specifications
- Estimating Probable Construction Costs
- Design Meetings and Presentations with Client

✱ **Design Development & Documentation Outline**

- Design Development – Design and Administration
 - Design Process and Disciplines Coordination
 - Architectural Design and Documentation
 - Mechanical Design and Documentation
 - Electrical Design and Documentation
 - Interior Design and Documentation
 - Materials Research and Specifications
 - Project Development Scheduling
 - Estimating Probable Construction Costs
 - Design Meetings and Presentations with Client
- Design Development – Content of Drawings
 - General Information Sheets
 - Floor Plans and Ceiling Plans
 - Interior Elevations
 - Wall Sections
 - Schedules: Finish and Door
 - Construction Details
 - Mechanical, Electrical, and Plumbing Schematics

A2. Mold and Moisture Assessment: Atlantic Testing Labs (ATL) will investigate the extent of the water damage, and resulting mold and moisture damage to determine the extent of remediation work that

needs to be conducted to make the building habitable/occupiable (see attached Exhibit A for full description of services).

- B1. Construction Documents Phase: During this phase, completely detailed drawings are prepared as needed to convey the project scope for competitive bidding. This also includes all details of the building renovation and schematic drawings of all plumbing, HVAC and electrical systems. (If applicable, these disciplines are separated in accordance with NYS requirements for public works projects). In addition, detailed specifications (Project Manual) are drafted to accompany the construction drawings. All the major materials, systems, and products are specified. Bidding requirements are also drafted to incorporate in the Project Manual. Lastly, the estimate of the project costs is updated.

*** Construction Documents Outline**

- Construction Drawings – Production Management
 - Disciplines Coordination and Document Checking
 - Architectural Design and Documentation
 - Mechanical Design and Documentation
 - Electrical Design and Documentation
 - Interior Design and Documentation
 - Project Development Scheduling
 - Estimating Probable Construction Costs
 - Design Meetings and Presentations with Client
- Construction Drawings – Content of Drawings
 - General Information Sheets
 - Floor Plans and Ceiling Plans
 - Enlarged Toilet Room Plans and Elevations
 - Schedules: Finish, Door
 - Construction Details
 - Mechanical, Electrical, Plumbing Schematics, and Equipment Schedules
- Technical Specifications, Bidding Requirements, General Conditions, and Construction Contracts

- B2. Mold Remediation Plan: Atlantic Testing Labs (ATL) will prepare a mold remediation plan including drawings and specifications (see attached Exhibit A for full description of services).

- ~~C1. Bidding and Construction Phase: During this phase of the project the architect/engineer will administer the bidding process and construction phase to assure the owner the completion of the project in accordance with the construction documents. This is the "quality assurance" phase of the project.~~

- ~~○ Notice to bidders, response to RFI's, prepare addendums, conduct pre bid meeting (if applicable), conduct bid opening, review bids, and recommend award.~~
- ~~○ Prepare and administer construction contracts between the Owner and Contractors (municipal law requires (4) prime contractors on public works projects over \$500,000, if applicable).~~

- ~~Conduct and administer preconstruction meeting and periodic construction meetings; prepare and distribute meeting notes.~~
 - ~~Review technical "submittals" (product information and shop drawings) by contractors to assure compliance with the project specifications.~~
 - ~~Conduct periodic visits to the construction site to observe the work and verify compliance with the project specifications; check the quality of the work and reject work that is not in compliance.~~
 - ~~Review and certify to the Owner, the contractor's applications for payment, based upon work completed.~~
 - ~~Provide all (telephone and email) technical support to the Owner and Contractors to resolve issues and progress the work.~~
 - ~~Conduct final reviews of the work and make a "Punchlist" (list of incomplete work items); publish, and distribute list to Owner and Contractors to facilitate "closure" and completion of the project.~~
 - ~~Administer contractor's submission of records plans, payment affidavits, release of liens, warranties, and other documentation to assure proper "closeout" of the project.~~
- C2. ~~Mold Remediation Project Monitoring and Post Remediation Assessment: Atlantic Testing Labs (ATL) will conduct observations of the cleanup work to verify all known mildew damaged building materials have been abated, sanitized, removed or replaced. In addition, ATL will conduct air and surface testing to verify the mold has been removed (see attached Exhibit A for full description of services).~~
- D. General Exclusions: Hidden and concealed mold, mildew and water damaged building materials that are not readily visible, are EXCLUDED from this proposal. The discovery of hidden and concealed mold, mildew and water damaged building materials is also EXCLUDED. ATL will make some reasonable investigations to determine the extent of mold and moisture.

The following services can be provided as needed as a reimbursable service:

- Hazardous materials surveys, abatement design, and air/project monitoring services (lead paint, asbestos, etc.)
- Geotechnical (subsoil) investigations for foundation design, etc.
- SWPPP: Stormwater Pollution Prevention Plan design and details.
- Permitting: Local, State, and Federal Agency applications, submissions, documents, meetings, etc.(i.e. APA, DEC, DOH, USDA-RD, OMRDD, OMH, SUCF, SEDFP, SEQRA, Counties, Cities, Towns, Villages, etc.)
- Topographic and boundary surveys of property/building site
- Archeological/Cultural Resources Surveys and other special studies required by governing agencies
- LEED consultation, development and certification
- Resident Project Representative Services (a.k.a. 'Clerk-of-the-Works')
- Civil/site engineering drawings
- Structural engineering/drawings
- Landscape design/drawings

FEE PROPOSAL:

We are pleased to submit an estimated fee proposal in the amount of \$17,298* (Seventeen Thousand Two Hundred Ninety Eight Dollars) for the services described above plus standard reimbursables (prints, copies, mileage). The mold remediation services is an estimated fee based on estimated samples and limited monitoring days (2 maximum). This portion of the fee could vary, but we believe it is adequate based on limited knowledge of the building condition.

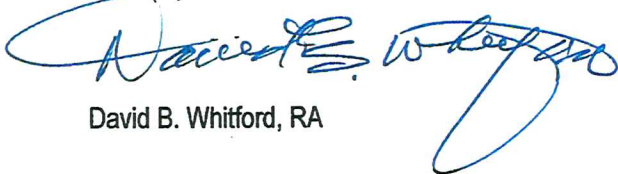
The following presents an outline of these services:

Pre-Design and Planning Services	\$ 1,527.00	
Mold and Moisture Assessment	\$ 2,825.00*	
* Schematic Design/Design Development	\$ 5,010.00	} \$12,525
* Construction Documents (Final Plans & Specs)	\$ 7,515.00	
Mold Remediation Plan	\$ 1,948.00*	
Bidding Services	\$ 1,497.00	
Construction Phase Support Services	\$ 7,112.00	
Mold Project Monitoring and Post Remediation Assessment	\$ 3,306.00*	
Total	\$17,298.00*	

*All fees are estimated for mold remediation services and dependent upon the final number of sampling, monitoring days, etc. The project monitoring is limited to 2 days. The City will be invoiced for mold remediation services rendered and these amounts could vary depending on actual conditions. However, we believe the estimated fees are adequate, based on limited knowledge of the building conditions.

Thank you again for the opportunity to present a proposal for professional architectural/engineering services and we hope to work on this project with the City of Plattsburgh. Please call if there are any questions or comments.

Sincerely,



David B. Whitford, RA

EXHIBIT A
SCOPE OF SERVICES

**City Marina Building
Plattsburgh, Clinton County, New York**

Based on the information provided to ATL by AES Northeast, it is our understanding that the project consists of providing mold consulting services for a marina building in Plattsburgh, Clinton County, New York. The scope of services contained herein include items for mold and moisture assessment, mold remediation design and consultation, mold remediation project monitoring, and post-remediation assessment. Fee schedules contained in EXHIBIT B are similarly categorized. CLIENT will be responsible for selecting, requesting, authorizing, and scheduling services. CLIENT agrees that ATL is not responsible for performing services that are neither requested nor authorized by CLIENT. Access to the subject property will be required throughout the duration of the PROJECT.

A. ATL could provide the following field services:

Mold and Moisture Assessment

1. Provide an **Environmental Scientist or Engineer** and an **Environmental Technician** to perform a site reconnaissance, to include the following:
 - ♦ If pertinent, interview designated representatives to ascertain a historical review of episodic and persistent water infiltration and/or damage
 - ♦ Visually observe accessible building components, utilizing nondestructive techniques, for gross visual surface mold
 - ♦ Identify potential sources of moisture contamination and/or water infiltration, to the extent possible with existing finishes and equipment available
 - ♦ Identify building materials that have potential to contain mold-propagating nutrient sources, and which characteristically accommodate mold growth. Analyze a representative quantity of sheetrock and/or wood materials (if present) for moisture content, utilizing a moisture meter.
 - ♦ Assess representative surfaces/building components using an infrared camera, to evaluate temperature gradients and identify location of potential water/moisture impact.
2. Collect bulk/surface and air samples for laboratory analysis. The samples will be submitted to an American Industrial Hygiene Association (AIHA) accredited laboratory for analysis.

For suspected visual mold growth, confirmatory surface swab, tape, and/or bulk samples may be collected for laboratory analysis. For suspected olfactive mold growth, confirmatory air samples may be collected from the interior of the building at selected locations. The air sampling event will include background samples that will be collected outside the structure. If severe weather conditions (e.g., high wind velocity, rain, snow) impede background sample collection, then distant non-complaint/non-impacted areas within the building may be substituted.
3. Provide laboratory analysis for collected samples. Unless otherwise requested, laboratory analysis will be performed on a 1-week turn-around time (TAT) basis, subsequent to receipt of the samples by the laboratory.
4. Prepare a mold and moisture assessment report to include the following:

- ◆ Summary of the field observations, sampling activities and methodology
- ◆ Summary of recorded field measurements
- ◆ Photographic documentation of the infrared camera assessment results
- ◆ Tabular summary of laboratory data
- ◆ A site sketch (not-to-scale), depicting the sample locations and, if applicable, the location of impacted areas. Existing floor plans, to be provided by the CLIENT, will be used as the basis for the sample location plans.
- ◆ Copies of laboratory reports and associated sample custody documentation
- ◆ A discussion of findings relevant to the mold and moisture assessment conducted

Mold Remediation Design and Consultation

1. Provide an **Environmental Scientist/Engineer** to prepare mold remediation design documentation for identified mold-impacted areas.
2. Provide a **CAD Technician** to prepare drawings with applicable notes and details for the mold remediation. Existing floor plans, to be provided by the CLIENT, will be used as the basis for the mold remediation drawings.
3. Prepare and submit a Draft Submittal Package of the mold remediation design. It is anticipated that one set of comments will be made on the Draft Submittal Package. ATL will incorporate comments, as warranted, on the Draft Submittal Package and prepare a Final Design Package, which will include drawings and specifications. Addenda to the specifications will be provided if additional information is required for clarification or to address modifications in the scope of work.
4. If requested, provide consultation during development of Request for Proposal (RFP) documentation to be submitted to mold remediation contractors.
5. If requested, perform an on-site walk-through with mold remediation contractors interested in performing mold remediation activities at the referenced facility.
6. If requested, review pertinent and applicable submittals from the selected mold remediation contractor. It is anticipated that pertinent and applicable submittals may include contractor work experience and certifications, mold remediation work plan, and Material Safety Data Sheets (MSDS) for chemicals or products to be used during mold remediation.

Mold Project Monitoring

1. Provide an **Environmental Technician** to monitor the project phasing and performance of the mold abatement contractor, as these pertain to mold remediation.

All decontamination facilities and personal protective equipment, with the exception of respiratory protection, will be provided by the mold abatement contractor.
2. Prepare a mold project monitoring report to include the following:
 - ◆ Chronological summary of the sampling activities and methodology
 - ◆ Daily field logs
 - ◆ Photograph log

If a post-remediation assessment is also requested and performed, the mold project monitoring report will be combined with the post-remediation assessment report.

Post-Remediation Assessment

1. Provide an **Environmental Scientist or Engineer** to conduct a visual assessment upon satisfactory completion of work by the mold abatement contractor, and collect samples.

Post-Remediation Assessment

1. Provide an **Environmental Scientist or Engineer** to conduct a visual assessment upon satisfactory completion of work by the mold abatement contractor, and collect samples. Post-remediation samples will include air samples collected from similar locations as pre-remediation air samples, and may also include surface samples from selected locations.

All decontamination facilities and personal protective equipment, with the exception of respiratory protection, will be provided by the mold abatement contractor.

2. Submit samples to an AIHA accredited laboratory for analysis. Unless otherwise requested, laboratory analysis will be performed on a 1-week TAT basis, subsequent to receipt of the samples by the laboratory.
3. Prepare a post-remediation assessment report to include the following:
 - ◆ Summary of the field observations, sampling activities and methodology
 - ◆ Photograph log
 - ◆ Tabular summary of laboratory data
 - ◆ A site sketch (not-to-scale), depicting the sample locations. Existing floor plans, to be provided by the CLIENT, will be used as the basis for the sample location plans.
 - ◆ Copies of laboratory reports and associated sample custody documentation
 - ◆ A discussion of findings

If mold project monitoring is also requested and performed, the post-remediation assessment report will be combined with the mold project monitoring report.

B. CLIENT will be responsible for the following:

1. Provide floor plan drawings for the subject building, and applicable information pertaining to known or anticipated historical causes or sources of persistent water infiltration and/or damage.
2. Provide an electrical source for the use of necessary equipment.
3. Provide safe access to the project site and the sampling locations.
4. Restoration and building finishes in the mold remediation areas and/or intrusive sample locations.

NOTES TO THE SCOPE OF SERVICES

We require a minimum of five days advance notice prior to project initiation and two days advance notice for subsequent scheduling of field services. Cancellation of scheduled services must be received prior to personnel departure for the PROJECT site, or a minimum charge in accordance with the Fee Schedule will be applicable.



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

Date: November 17th, 2014
MEMO TO: Mayor Calnon
FROM: Richard Marks
RE: Sanitary Sewer – Budget Transfer

It is being requested to transfer amounts for the 2014 Budget, as follows:

Decrease Appropriation: Sanitary Sewer – Temporary Pay 5-8120000-1300 \$ 7,400.00

Increase Appropriation: Sanitary Sewer – Contract Services 5-8120000-4430 \$ 7,400.00

This request provides for a transfer within the 2014 Sewer Fund budget for payment of unbudgeted contract service costs incurred of \$7,400 for the treatment of tree roots growing in 2,602 feet of various sanitary sewer lines throughout the City. The transfer to the contract services line item is being made from the temporary payroll appropriation for 2014, which will be charged for substantially less than the amount budgeted for 2014. Both accounts are within the Sewer Fund and the transfer will provide for the cost for this unbudgeted appropriation and the transfer leaves the 2014 Sewer Fund Budget for total appropriations unchanged.

Thank you for your attention to this request.

Cc: Carole Garcia
Mike Brodi

Carlin, Beth

From: Joshua Kretser
Sent: Tuesday, November 18, 2014 9:43 AM
To: Calnon, James; Carlin, Beth; Armstrong, Rachelle; Kelly, Michael; Dowdle, Dale; O'Connell, Paul; Kasper, Becky
Subject: Strand Tree Lighting - Back Up

Howdy team,

First Weekends, in conjunction with the Strand Center for the Arts, will be hosting the second annual tree lighting ceremony at the SCA on Saturday December 6th. The two organizations are requesting the closure of Brinkerhoff Street, between Marion St. and Margaret St., from 4:30pm - 9:30pm that evening. Like last year, there will be fire pits and entertainment in the street. Their request will be on the agenda for this week's meeting.

Have a great day!

Joshua Kretser

City Councilor - Ward 6
65 court street
plattsburgh, ny 12901
(646)-229-8986-mobile

Sent from my iPhone

SUPPLEMENTAL AGREEMENT

AFSCME LOCAL 788 COUNCIL 66
CONTRACT DATED: JULY 1, 2010 – JUNE 30, 2015

With
CITY OF PLATTSBURGH
For
RECREATION ACTIVITY SPECIALIST

The City of Plattsburgh and Local 788 AFSCME COUNCIL 66 agree to add the following payroll titles and wage schedule to the AFSCME contract.

TITLE	BASE SALARY	BASE SALARY APPENDIX B	EFFECTIVE DATE
Recreation Activity Specialist 1 - no applicable certifications	\$14.53	\$14.83	11/21/2014
Recreation Activity Specialist 2 - applicable group exercise certification	\$15.56	\$15.87	11/21/2014
Recreation Activity Specialist 3 - Personal Training Certification*	\$18.00	\$18.36	11/21/2014
Recreation Activity Specialist 4 - Bachelor's Degree** and Personal Training Certification*	\$20.00	\$20.40	11/21/2014
Recreation Activity Specialist 5 - Master's Degree and Personal Training Certification*	\$22.00	\$22.44	11/21/2014
*Acceptable PT Certifications: NSCA, ACSM, NASM, ACE, AFAA, NATA			
**Acceptable Bachelor's Degree: Exercise Science, Kinesiology, Exercise Physiology, Fitness and Wellness Leadership			

Chris Bleaux, President, Local 788
Steve Peters

Steve Peters, Superintendent of Recreation

James E. Calnon, Mayor

Date
Nov 14, 2014

Date

Date

SUPPLEMENTAL AGREEMENT

AFSCME LOCAL 788 COUNCIL 66
CONTRACT DATED: JULY 1, 2010 – JUNE 30, 2015

with

CITY OF PLATTSBURGH

for

WATER TREATMENT PLANT OPERATOR, 1A
WASTEWATER TREATMENT PLANT OPERATOR, 4A

The City of Plattsburgh and Local 788 AFSCME COUNCIL 66 agree to add the following wage schedules to the AFSCME contract.

TITLE	BASE SALARY APPENDIX A	BASE SALARY APPENDIX B	EFFECTIVE DATE
WATER TREATMENT PLANT OPERATOR, 1A	\$23.35	\$23.81	
WASTEWATER TREATMENT PLANT OPERATOR, 4A	\$23.35	\$23.81	

Chris Bleaux, President, Local 788

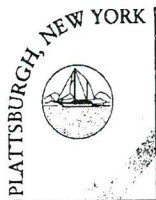
Date

Jonathan Ruff, Environmental Manager

Date

James E. Calnon, Mayor


Date



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

6 Miller Street
Plattsburgh, New York 12901
Ph # 518-563-2200
Fax: 518-563-6690

TO: Mayor James Calnon

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: November 14, 2014

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be from ***July 1, 2013 to July 31, 2013.*** The amount of the write-off will be \$3,863.64. The percentage of write-offs for this period is .40%.

Sales for this time period were \$976,136.80.

Payments on letters sent out on final accounts for this period were \$2,710.40.

This write-off of unpaid bills represents 37 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$50.00 – 13 customers
\$50.01 to \$100.00 – 11 customers
\$100.01 to \$150.00 – 3 customers
\$150.01 to \$200.00 – 4 customers
\$200.01 to \$250.00 – 3 customers
\$381.64 – 1 customer
\$454.54 – 1 customer
\$740.63 – 1 customer

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain
Eileen Sickles, Account Systems Supervisor
Final Bill Account Write-off



Plattsburgh, New York

Kathy A Livingston
Assessor

Office of Assessment
41 City Hall Place
Plattsburgh, NY 12901
518 563-7708 office
518 563-6684 fax
livingstonk@cityofplattsburgh-ny.gov

November 14, 2014

Mayor Calnon and
Members of the Common Council
41 City Hall Pl
Plattsburgh, NY 12901

Dear Mayor and Councilors:

I request your approval to travel and complete an Assessor's basic certification course so that I may more effectively execute my duties as the Assessor and also to fulfill my basic certification requirement. The purpose is to attend the course entitled "Application of the Three Approaches to Value" being held in Syracuse, from January 12, 2015 through January 16, 2015. The cost will not exceed \$1548, which will be paid out of training and education and mileage accounts. Reimbursement from NYS may be available and I will seek reimbursement for the City if possible.

Thank you for your consideration in this matter. If you have any questions or should you require additional information, please feel free to contact me.

Sincerely,

Kathy Livingston
Assessor